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UNITED STATES DEPARTMENT OF AGRICULTURE
Director of Information
Washington



June 7, 1943

OFFICE OF INFORMATION MEMORANDUM NO. 42
Supplement No. 1

OWI Regulation No. 3 on Curtailment in Informational Materials

OWI Regulation No. 3, September 25, 1942 and Amendment No. 1, January 27, 1943, having to do with the curtailment of non-essential informational activities, confirmed the reduction in annual reports agreed upon by the Department and the Bureau of the Budget.

The agreement and the regulation provided that in general the Annual Report for 1942 be cut to half the length in each case of those issued the year before. Any reports for 1943 not required by law may be printed if the head of the organization considers it necessary. Reports of the agencies that were already established last year should be no longer than they were for 1942, and those of the new agencies established during the year should be as brief as would be consistent with their purpose.

All reports will be printed in 10-point solid without special covers. They should be submitted to this Office not later than September 15.

Keith Himebaugh

Keith Himebaugh
acting Director of Information

